HR/Pay Resources – Time Administration Run and Additional Resources:

Time Administration runs Saturday and Sunday at 9:30 a.m. and 6:30 p.m. Time Administration is also scheduled to run on Monday at 4:00 a.m., 1:15 p.m. and 4:00 p.m. (pending completion time from the 1:15 p.m. run).   Time is not available to approve while the Time Administration process is running.

Absence request are not dependent upon Time Administration and are available for approval upon submission.

*Time Administration: is a process which uses time submitted to create payable time which is to be approved by supervisors. Until that job is run, on newly entered time, supervisors cannot view or approve the employees' payable time.

Additional Resources:

➢ For information on how to report hours worked on a holiday please visit www.hrpay.ku.edu/documents/How_to_Report_Time_Worked_on_the_Holiday.pdf.
➢ Holiday listing: www.humanresources.ku.edu/benefits_pay/leaves_holidays/holiday_listing.aspx.
➢ Supervisor Resources: hrpay.ku.edu/training/supervisors.aspx
➢ HR/Pay Calendar - approval deadlines: humanresources.ku.edu/calendar/HRPayCalendar.aspx
➢ HR/Pay Database Address: hr.ku.edu
➢ HR/Pay Team Contact: hrpay@ku.edu